

**TOWN OF SOUTHEAST**  
1360 Route 22  
Brewster, New York 10509  
Thursday, May 21, 2020  
**WORK SESSION/REGULAR MEETING 7:00 P.M.**

**NOTICE OF TOWN BOARD MEETING AND AGENDA**

**Please Note:** This meeting will take place by videoconferencing and it will be recorded. It will be posted on the Town's Website [southeast-ny.gov](http://southeast-ny.gov) and a transcript of the meeting will be posted within thirty (30) days of the meeting.

If you have any questions that you would like to address with Town Board during this meeting, please e-mail your questions to [thay@southeast-ny.gov](mailto:thay@southeast-ny.gov) before 6:00 P.M. the day of the meeting and the Board will respond to your inquiry at the end of the meeting during "public comment."

**To join the meeting:**



1. **If you have not used Zoom before:** Please download the free app prior to the meeting so you are ready when the meeting starts:

<https://zoom.us/download>

2. Join from your computer, tablet or smartphone click the following link:

<https://us02web.zoom.us/j/85615425142?pwd=bGZycWZVZzM3emMvSlh4TzhCUUxNUT09>

*When prompted, please provide your full name.*

**OR**

3. You can also dial in by using your phone:

**Call-in number:** 1-929-436-2866

**Meeting ID:** 872 5872 3564

**Meeting Password:** 914512

**For Additional Zoom FAQs and tutorials:**

<https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

**TOWN OF SOUTHEAST**  
**1360 Route 22**  
**Brewster, New York 10509**  
**Thursday, May 21, 2020**  
**WORK SESSION/REGULAR MEETING 7:00 P.M.**

**Pledge of Allegiance**

**Notation of Exits**

**Turn Off/Put on Vibrate – All Electronic Devices**

**Public Hearing:**

1. Northwood Tree Care
2. 2019-2020 MS-4 Annual Report/Stormwater Management Plan

**Work Session:**

1. Discussion – Amend Town Code – Add Section 38-9

**Regular Meeting:**

1. Correspondence
2. Approval of Voucher List
3. Setting of Meeting Dates and Public Hearings

All meetings will be held at 1360 Route 22, Brewster, New York  
At 7:00 P.M. unless otherwise noted:

Thursday, June 4, 2020

Thursday, June 18, 2020

4. Budget Transfers
5. Resolution – Performance Bond – 577 North Main Street
6. Resolution – Authorize machinery purchase – Town Highway/Special Districts Department
7. Resolution – 2019-2020 MS-4 Annual Report/Stormwater Management Plan
8. Supervisor's Report

**Recognition of Public/Public Comment**

**Recognition of Town Board/Town Board Comment**

PH - R#7A

**MS4 Annual Report Cover Page**

MCC form for period ending March 9, 2020

**This cover page must be completed by the report preparer.  
Joint reports require only one cover page.**

SPDES ID							
N	Y	R	2	0	A	3	2

**Choose one:**

- ☒ This report is being submitted on behalf of an individual MS4.

Fill in SPDES ID in upper right hand corner.

Name of MS4

[illegible]

**OR**

- ☐ This report is being submitted on behalf of a Single Entity

(Per Part II.E of GP-0-10-002)

**Name of Single Entity**

[illegible]

**OR**

- ☐ **This is a joint report being submitted on behalf of a coalition.**

Provide SPDES ID of each permitted MS4 included in this report. Use page 2 if needed.

Name of Coalition[illegible]

SPDES ID							
N	Y	R	2	0	A		

SPDES ID						
N	Y	R	2	0	A	

SPDES ID						
N	Y	R	2	0	A	

SPDES ID						
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SPDES ID						
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SPDES ID							
N	Y	R	2	0	A		

**MS4 Annual Report Cover Page**

MCC form for period ending March 9, 

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**Provide SPDES ID of each permitted MS4 included in this report.**

[illegible]

## MS4 Municipal Compliance Certification(MCC) Form

MCC form for period ending March 9, 2020

Name of MS4 TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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**Each MS4 must submit an MCC form.**

## Section 1 - MCC Identification Page

Indicate whether this MCC form is being submitted to certify endorsement or acceptance of:

- An Annual Report for a single MS4
- A Single Entity (Per Part II.E of GP-0-10-002)
- A Joint Report

**Joint reports may be submitted by permittees with legally binding agreements.**

If Joint Report, enter coalition name:

[illegible]

## MS4 Municipal Compliance Certification(MCC) Form

MCC form for period ending March 9,	2	0	2	0
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Name of MS4 TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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## Section 2 - Contact Information

### Important Instructions - Please Read

Contact information must be provided for each of the following positions as indicated below:

1. Principal Executive Officer, Chief Elected Official or other qualified individual (per GP-0-08-002 Part VI.J).
2. Duly Authorized Representative (Information for this contact must only be submitted if a Duly Authorized Representative is signing this form)
3. The Local Stormwater Public Contact (required per GP-0-08-002 Part VII.A.2.c & Part VIII.A.2.c).
4. The Stormwater Management Program (SWMP) Coordinator (Individual responsible for coordination/implementation of SWMP).
5. Report Preparer (Consultants may provide company name in the space provided).

A separate sheet must be submitted for each position listed above unless more than one position is filled by the same individual. If one individual fills multiple roles, provide the contact information once and check all positions that apply to that individual.

If a new Duly Authorized Representative is signing this report, their contact information must be provided and a signature authorization form, signed by the Principal Executive Officer or Chief Elected Official must be attached.

For each contact, select all that apply:

- ☒ Principal Executive Officer/Chief Elected Official
- ☐ Duly Authorized Representative
- ☐ Local Stormwater Public Contact
- ☐ Stormwater Management Program (SWMP) Coordinator
- ☐ Report Preparer

First Name

T	o	n	y									
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MI

**Last Name**

[illegible]

**Title**

[illegible]

**Address**

[illegible]

City

[illegible]

## State

Zip

N	Y
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1	0	5	0	9
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**eMail**

[illegible]

Phone

$$\begin{pmatrix} 8 & 4 & 5 \end{pmatrix} \begin{matrix} 2 & 7 & 9 \end{matrix} - \begin{matrix} 4 & 3 & 1 & 3 \end{matrix}$$

County

[illegible]

**MS4 Municipal Compliance Certification(MCC) Form**

MCC form for period ending March 9, 2 0 2 0

Name of MS4 TOWN OF SOUTHEAST

SPDES ID

N Y R 2 0 A 3 2 0

**Section 2 - Contact Information****Important Instructions - Please Read**Contact information must be provided for each of the following positions as indicated below:

1. Principal Executive Officer, Chief Elected Official or other qualified individual (per GP-0-08-002 Part VI.J).
2. Duly Authorized Representative (Information for this contact must only be submitted if a Duly Authorized Representative is signing this form)
3. The Local Stormwater Public Contact (required per GP-0-08-002 Part VII.A.2.c & Part VIII.A.2.c).
4. The Stormwater Management Program (SWMP) Coordinator (Individual responsible for coordination/implementation of SWMP).
5. Report Preparer (Consultants may provide company name in the space provided).

A separate sheet must be submitted for each position listed above unless more than one position is filled by the same individual. If one individual fills multiple roles, provide the contact information once and check all positions that apply to that individual.

If a new Duly Authorized Representative is signing this report, their contact information must be provided and a signature authorization form, signed by the Principal Executive Officer or Chief Elected Official must be attached.

For each contact, select all that apply:

- ☐ Principal Executive Officer/Chief Elected Official
- ☒ Duly Authorized Representative
- ☒ Local Stormwater Public Contact
- ☒ Stormwater Management Program (SWMP) Coordinator
- ☒ Report Preparer

First Name

T H O M A S

MI

H

Last Name

F E N T O N

Title

T O W N E N G I N E E R

Address

1 M A I N S T R E E T

City

B R E W S T E R

State

N Y

Zip

1 0 5 0 9 -

eMail

T F E N T O N @ N L J A . C O M

Phone

( 8 4 5 ) 2 7 9 - 7 7 6 3

County

P U T M A N

**MS4 Municipal Compliance Certification (MCC) Form**

MCC form for period ending March 9, 2020

Name of MS4 TOWN OF SOUTHEAST

SPDES ID

N Y R 2 0 A 3 2 0

**Section 3 - Partner Information**

Did your MS4 work with partners/coalition to complete some or all permit requirements during this reporting period?

☒ Yes ☐ No

If Yes, complete information below.

Submit a separate sheet for each partner. Information provided in other formats will not be accepted. If your MS4 cooperated with a coalition, submit one sheet with the name of the coalition. It is not necessary to include a separate sheet for each MS4 in the coalition.

If No, proceed to Section 4 - Certification Statement.

Partner/Coalition Name

E a s t o f H u d s o n W a t e r s h e d C o r p .

Partner/Coalition Name (con't.)

SPDES Partner ID - If applicable

N Y R 2 0

Address

2 R o u t e 1 6 4

City

P a t t e r s o n

State

N Y

Zip

1 0 5 0 1 - 2

eMail

Phone

( 8 4 5 ) 3 1 9 - 6 3 4 9

Legally Binding Agreement in accordance

with GP-0-08-002 Part IV.G.? ☒ Yes ☐ No

What tasks/responsibilities are shared with this partner (e.g. MM1 School Programs or Multiple Tasks)?

☐ MM1☐ MM2☐ MM3☐ MM4☐ MM5☐ MM6

Additional tasks/responsibilities

- Watershed Improvement Strategy Best Management Practices required for MS4s in impaired watersheds included in GP-0-08-002 Part IX.

Development of post-construction retrofit program.



## MS4 Municipal Compliance Certification(MCC) Form

MCC form for period ending March 9, 

2	0	2	0
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Name of MS4 TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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### **Section 4 - Certification Statement**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in GP-0-08-002 Part VI.J.

First Name

[illegible]

MI

7

Last Name

[illegible]

Title (Clearly print title of individual signing report)

[illegible]

**Signature**

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Date \_\_\_\_\_

0	5	/	2	2	/	2	0	2	0
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**Send completed form and any attachments to the DEC Central Office at:**

**MS4 Permit Coordinator  
Division of Water  
4th Floor  
625 Broadway  
Albany, New York 12233-3505**

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

2	0	2	0
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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## Water Quality Trends

The information in this section is being reported (check one):

- ☒ On behalf of an individual MS4  
☐ On behalf of a coalition

How many MS4s are contributed to this report?

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1. Has this MS4/Coalition produced any reports documenting water quality trends related to stormwater? If not, answer No and proceed to Minimum Control Measure One.

☐ Yes    ☒ No

If Yes, choose one of the following

- ☐ Report(s) attached to the annual report
- ☐ Web Page(s) where report(s) is/are provided below

Please provide specific address of page where report(s) can be accessed - not home page.

URL

[illegible]

URL

[illegible]

URL

[illegible]

URL

[illegible]

# MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 

2	0	2	0
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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### **Minimum Control Measure 1. Public Education and Outreach**

The information in this section is being reported (check one):

- ☒ On behalf of an individual MS4  
☐ On behalf of a coalition

How many MS4s contributed to this report?

## 1. Targeted Public Education and Outreach Best Management Practices

Check all topics that were included in Education and Outreach during this reporting period:

- ☒ Construction Sites
  - ☒ General Stormwater Management Information
  - ☒ Household Hazardous Waste Disposal
  - ☒ Illicit Discharge Detection and Elimination
  - ☐ Infrastructure Maintenance
  - ☐ Smart Growth
  - ☐ Storm Drain Marking
  - ☐ Green Infrastructure/Better Site Design/Low Impact Development
  - ☒ Other:
  - ☒ Pesticide and Fertilizer Application
  - ☒ Pet Waste Management
  - ☒ Recycling
  - ☐ Riparian Corridor Protection/Restoration
  - ☒ Trash Management
  - ☒ Vehicle Washing
  - ☐ Water Conservation
  - ☐ Wetland Protection
  - ☐ None

S	e	p	t	i	c	S	y	s	t	e	m	I	n	s	p	e	c	t	i	o	n								
Other																													

**2. Specific audiences targeted during this reporting period:**

- ☐ Public Employees      ☒ Contractors  
☒ Residential      ☒ Developers  
☒ Businesses      ☒ General Public  
☐ Restaurants      ☒ Industries  
☐ Other:      ☒ Agricultural

[illegible]

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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**3. What strategies did your MS4/Coalition use to achieve education and outreach goals during this reporting period? Check all that apply:**

☐ Construction Site Operators Trained

# Trained 

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☒ Direct Mailings

# Mailings 

				1
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☐ Kiosks or Other Displays

# Locations 

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☐ List-Serves

# In List 

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☒ Mailing List

# In List 

	3	9	0	0
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☐ Newspaper Ads or Articles

# Days Run 

--	--	--	--	--

☒ Public Events/Presentations

# Attendees 

			5	2
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☒ School Program

# Attendees 

			1	9
--	--	--	---	---

☐ TV Spot/Program

# Days Run 

--	--	--	--	--

☒ Printed Materials:

Total # Distributed 

			4	5
--	--	--	---	---

Locations (e.g. libraries, town offices, kiosks)

T	o	w	n		H	a	l	l											
P	l	a	n	n	i	n	g		D	e	p	a	r	t	m	e	n	t	
B	u	i	l	d	i	n	g		D	e	p	a	r	t	m	e	n	t	

☐ Other:

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☒ Web Page: Provide specific web addresses - not home page. Continue on next page if additional space is needed.

URL

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URL

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**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2020

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition TOWN OF SOUTHEAST

SPDES ID

NYR20A320

**3. Web Page cont.: Provide specific web addresses - not home page.**

URL

ny-southeast.civicplus.com/265/P  
ollution-Control

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ny-southeast.civicplus.com/270/C  
onstruction-Site-Stormwater-Runo  
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llicit-Discharge-Detection-Elimi  
nation

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ollution-Prevention-Good-Houseke  
eping

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ny-southeast.civicplus.com/267/  
ublic-Education-Outreach

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ny-southeast.civicplus.com/271/P  
ost-Construction-Stormwater-Mana  
gement

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ny-southeast.civicplus.com/268/P  
ublic-Involvement-Participation

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

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**4. Evaluating Progress Toward Measurable Goals MCM 1**

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

**A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.**

Make educational handouts available and distribute at public events.  
Continue to provide information packet/guidance documents to permit applicants.  
Add to education materials.  
Initiate a program for placards on catch basins.

**B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.**

Continue to distribute guidance documents to permit applicants (ongoing). Continue to increase awareness and public outreach at Earth Day Town Clean-up (2). Earth Day Educational Puppet Show (1). School Poster Contest(1), Town Board Public Hearing (1). Prepare and distribute Construction Site Stormwater Guidelines to developers and contractors (1-ongoing). Add new information handouts and make available on website(2).

**C. How many times was this observation measured or evaluated in this reporting period?**

			8
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(ex.: samples/participants/events)

**D. Has your MS4 made progress toward this Measurable Goal during this reporting period?**
☒ Yes   ☐ No
**E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?**
☒ Yes   ☐ No
**F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).**

Conduct public education and awareness through current activities discussed above (ongoing).  
Add to educational handout materials (winter & spring).  
Have MS4 inspector make handouts available during inspections.  
Update Town Stormwater Management Plan & post on website.

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2020

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition	TOWN OF SOUTHEAST
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SPDES ID

N	Y	R	2	0	A	3	2	0
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## **Minimum Control Measure 2. Public Involvement/Participation**

The information in this section is being reported (check one):

- ☒ On behalf of an individual MS4  
☐ On behalf of a coalition

How many MS4s contributed to this report?

**1. What opportunities were provided for public participation in implementation, development, evaluation and improvement of the Stormwater Management Program (SWMP) Plan during this reporting period? Check all that apply:**

- ## ● Cleanup Events

# Events				3
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- Comments on SWMP Received**

#	Comments				
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- ## Community Hotlines

Phone# ( 8 4 5 ) 2 7 9 - 2 1 4 1

Phone# ( 8 4 5 ) 2 7 9 - 7 7 3 6

Phone # (    )    -

Phone# ( ) -

Phone # (    )    -

Phone# (    )    -   

Phone# (    )    -

<b>Phone#</b>	(			)				-				
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Phone# (    )    -

Phone# (    )    -

Phone# (    )    -   

- ## ● Community Meetings

# Attendees			1	0
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- ### ○ Plantings

Sq. Ft.					
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- Storm Drain Markings**

#Drains				
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- ### ○ Stakeholder Meetings

# Attendees				
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- ☐ Volunteer Monitoring

# Events					
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- ☐ Other:

2. Was public notice of availability of this annual report and Stormwater Management Program (SWMP) Plan provided? ☒ Yes

☒ Yes    ☐ No

- ☐ List-Serve

# In List					
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- Newspaper Advertising

# Days Run					
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- ## ○ TV/Radio Notices

# Days Run				
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- [illegible]

- Web Page URL: Enter URL(s) on the following two pages.

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

SPDES ID

N	Y	R	2	0	A	3	2	0
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**2. URL(s) con't.:**

Please provide specific address(es) where notice(s) can be accessed - not home page.

URL

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URL


URL


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**If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.**

TOWN OF SOUTHEAST

N	Y	R	2	0	A	3	2	0
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**2. URL(s) con't.:**

**Please provide specific address(es) where notices can be accessed - not home page.**

[illegible][illegible][illegible][illegible][illegible][illegible][illegible]

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2020

**If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.**

Name of MS4/Coalition **TOWN OF SOUTHEAST**

SPDES ID							
N	Y	R	2	0	A	3	2 0

**3. Where can the public access copies of this annual report, Stormwater Management Program SWMP) Plan and submit comments on those documents?**

Enter address/contact info and select radio button to indicate which document is available and whether comments may be submitted at that location. Submit additional pages as needed.

- ☐ MS4/Coalition Office
 ☐ Annual Report
 ☐ SWMP Plan
 ☐ Comments

**Department**

T	O	w	n					S	o	u	t	e	a	s	t		T	O	w	n	H	a	l	l				
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**Address**

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**City**

B	r	e	w	s	t	e	r								N	Y
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**Zip**

1	0	5	0	9	-				
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**Phone**

(	8	4	5	)	2	7	9	-	4	3	1	3
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- ☐ Library ☐ Annual Report ☐ SWMP Plan ☐ Comments

Address

City  Zip  -

Phone (  )  -

- ☐ Other ☐ Annual Report ☐ SWMP Plan ☐ Comments

Address  
1 Main Street  
City  
Brewster NY Zip  
10509 -  
Phone  
(845) 279-7736

- ☒ Web Page URL: ☐ Annual Report ☐ SWMP Plan ☐ Comments

[illegible]

Please provide specific address of page where report can be accessed - not home page.

-  eMail
  Comments

[illegible]

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

2	0	2	0
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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**4.a. If this report was made available on the internet, what date was it posted?**

Leave blank if this report was not posted on the internet.

0	5	/	0	8	/	2	0	2	0
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**4.b. For how many days was/will this report be posted?**

3	6	5
---	---	---

If submitting a report for single MS4, answer 5.a.. If submitting a joint report, answer 5.b..

**5.a. Was an Annual Report public meeting held in this reporting period?**

☒ Yes ☐ No

If Yes, what was the date of the meeting?

0	5	/	2	1	/	2	0	2	0
---	---	---	---	---	---	---	---	---	---

If No, is one planned?

☐ Yes ☐ No

**5.b. Was an Annual Report public meeting held for all MS4s contributing to this report during this reporting period?**

☒ Yes ☐ No

If No, is one planned for each?

☐ Yes ☐ No

**6. Were comments received during this reporting period?**

☐ Yes ☒ No

If Yes, attach comments, responses and changes made to SWMP in response to comments to this report.

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition 

TOWN OF SOUTHEAST
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SPDES ID

N	Y	R	2	0	A	3	2	0
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**7. Evaluating Progress Toward Measurable Goals MCM 2**

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

**A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.**

Continue public participation in Town Cleanup events.  
Encourage participation in catch basin monitoring.  
Continue to involve public discussion of stormwater issues during Planning Board and Town Board Meetings.

**B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.**

Town cleanup event held over two days in different neighborhoods (2).  
Road Adoption Program Route 22 (1).  
Public hearings on site plan, subdivision, wetland permit and special permit applications before the Planning Board and Town Board (20).  
Town Board Public Hearing conducted on Annual Report (1).

**C. How many times was this observation measured or evaluated in this reporting period?**

		2	4
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(ex.: samples/participants/events)

**D. Has your MS4 made progress toward this measurable goal during this reporting period?**

☒ Yes ☐ No

**E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?**

☒ Yes ☐ No

**F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).**

Continuation of Town cleanup events and Road Adoption Program.  
Continue to involve public at land use and Annual Report Public Hearings.  
Initiate catch basin placard program with emphasis on densely developed residential areas.  
Update Stormwater Management Plan and present at Public Hearing.

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition	TOWN OF SOUTHEAST
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SPDES ID

N	Y	R	2	0	A	3	2	0
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### **Minimum Control Measure 3. Illicit Discharge Detection and Elimination**

The information in this section is being reported (check one):

- ☒ On behalf of an individual MS4  
☐ On behalf of a coalition

How many MS4s contributed to this report?

1. Enter the number and approx. percent of outfalls mapped: 

		3	7	1	#
--	--	---	---	---	---

1	0	0	%
---	---	---	---

2. How many of these outfalls have been screened for dry weather discharges during this reporting period (outfall reconnaissance inventory)?

**3.a. What types of generating sites/sewersheds were targeted for inspection during this reporting period?**

- ☐ Auto Recyclers
- ☐ Building Maintenance
- ☐ Churches
- ☐ Commercial Carwashes
- ☐ Commercial Laundry/Dry Cleaners
- ☐ Construction Vehicle Washouts
- ☐ Cross-Connections
- ☐ Distribution Centers
- ☐ Food Processing Facilities
- ☐ Garbage Truck Washouts
- ☐ Hospitals
- ☐ Improper RV Waste Disposal
- ☐ Industrial Process Water
- ☒ Other: \_\_\_\_\_
- ☐ Landscaping (Irrigation)
- ☐ Marinas
- ☐ Metal Plateing Operations
- ☐ Outdoor Fluid Storage
- ☐ Parking Lot Maintenance
- ☐ Printing
- ☐ Residential Carwashing
- ☐ Restaurants
- ☐ Schools and Universities
- ☐ Septic Maintenance
- ☐ Swimming Pools
- ☐ Vehicle Fueling
- ☐ Vehicle Maint./Repair Shops
- ☐ None

• Other:

☐ None

[illegible]

○ Sewersheds:

[illegible]

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2020

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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**3.b. What types of illicit discharges have been found during this reporting period?**

- Broken Lines From Sanitary Sewer
- Cross Connections
- Failing Septic Systems
- Floor Drains Connected To Storm Sewers
- Illegal Dumping
- Industrial Connections
- Inflow/Infiltration
- Pump Station Failure
- Sanitary Sewer Overflows
- Straight Pipe Sewer Discharges

● Other:

☐ None

R	e	s	i	d	e	n	t	i	a	l	P	i	p	e	d	D	i	s	c	h	a	r	g	e	s						
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--

4. How many illicit discharges/potential illegal connections have been detected during this reporting period?

	0	3
--	---	---

- 5. How many illicit discharges have been confirmed during this reporting period?**

	0	2
--	---	---

6. How many illicit discharges/illegal connections have been eliminated during this reporting period?

	0	2
--	---	---

- 7. Has the storm sewershed mapping been completed in this reporting period?**

☒ Yes    ☐ No

If No, approximately what percent was completed in this reporting period?

1	0	0	%
---	---	---	---

- 8. Is the above information available in GIS?**

☒ Yes    ☐ No

**Is this information available on the web?**

☐ Yes    ☒ No

If Yes, provide URL(s):

Please provide specific address of page where map(s) can be accessed - not home page.

URL

[illegible]

URL

[illegible]

## MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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**8. URL(s) con't.:**

**Please provide specific address of page where map(s) can be accessed - not home page**

URL

[illegible]

URL

[illegible]

URL

[illegible]

URI,

[illegible]

URL

[illegible]

9. Has an IDDE law been adopted for each traditional MS4 and/or have IDDE procedures been approved for all non-traditional MS4s contributing to this report? ☒ Yes ☐ No

10. If Yes, has every traditional MS4 contributing to this report certified that this law is equivalent to the NYS Model IDDE Law? ☒ Yes ☐ No ☐ NT

**11. What percent of staff in relevant positions and departments has received IDDE training?**

7	5	%
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**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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**12. Evaluating Progress Toward Measurable Goals MCM 3**

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

**A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.**

Continue to conduct dry weather outfall inspections.  
Develop consistent protocol for investigating illicit discharges.  
Consider assigning a stormwater inspector.

**B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.**

The Highway Department conducts outfall inspections as part of with highway maintenance. Highway Department, Building Department and Town Staff continue to look for illicit discharges. Three (3) potential illicit discharges were reported and two (2) were confirmed and resolved. Highway employees trained to identify potential IDs (4).

**C. How many times was this observation measured or evaluated in this reporting period?**

			9
--	--	--	---

(ex.: samples/participants/events)

**D. Has your MS4 made progress toward this measurable goal during this reporting period?**
☒ Yes   ☐ No
**E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?**
☒ Yes   ☐ No
**F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).**

Continue regular outfall inspections (ongoing).  
Consider assigning a stormwater inspector (02/2020).  
Continue to improve development of consistent protocol for investigating potential illicit discharges (ongoing).  
Create Illicit Discharge Reporting Form and make available on website.



**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

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**Minimum Control Measures 4 and 5.**  
**Construction Site and Post-Construction Control**

The information in this section is being reported (check one):

☒ On behalf of an individual MS4

☐ On behalf of a coalition

How many MS4s contributed to this report? 

--	--	--

1a. Has each MS4 contributing to this report adopted a law, ordinance or other regulatory mechanism that provides equivalent protection to the NYS SPDES General Permit for Stormwater Discharges from Construction Activities? ☒ Yes ☐ No

1b. Has each Town, City and/or Village contributing to this report documented that the law is equivalent to a NYSDEC Sample Local Law for Stormwater Management and Erosion and Sediment Control through either an attorney certification or using the NYSDEC Gap Analysis Workbook? ☒ Yes ☐ No ☐ NT

If Yes, Towns, Cities and Villages provide date of equivalent NYS Sample Local Law.

☐ 09/2004 ☒ 03/2006 ☐ NT

2. Does your MS4/Coalition have a SWPPP review procedure in place? ☒ Yes ☐ No

3. How many Construction Stormwater Pollution Prevention Plans (SWPPPs) have been reviewed in this reporting period? 

	1	4
--	---	---

4. Does your MS4/Coalition have a mechanism for receipt and consideration of public comments related to construction SWPPPs? ☒ Yes ☐ No ☐ NT

If Yes, how many public comments were received during this reporting period? 

	1	4
--	---	---

5. Does your MS4/Coalition provide education and training for contractors about the local SWPPP process? ☒ Yes ☐ No

6. Identify which of the following types of enforcement actions you used during the reporting period for construction activities, indicate the number of actions, or note those for which you do not have authority:

<input checked="" type="radio"/> Notices of Violation	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td>4</td></tr></table>					4	<input type="radio"/> No Authority
				4				
<input checked="" type="radio"/> Stop Work Orders	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td>4</td></tr></table>					4	<input type="radio"/> No Authority
				4				
<input type="radio"/> Criminal Actions	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						<input checked="" type="radio"/> No Authority
<input type="radio"/> Termination of Contracts	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						<input checked="" type="radio"/> No Authority
<input type="radio"/> Administrative Fines	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						<input type="radio"/> No Authority
<input type="radio"/> Civil Penalties	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						<input type="radio"/> No Authority
<input type="radio"/> Administrative Orders	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						<input type="radio"/> No Authority
<input type="radio"/> Enforcement Actions or Sanctions	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						
<input type="radio"/> Other	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						<input type="radio"/> No Authority

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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**Minimum Control Measure 4. Construction Site Stormwater Runoff Control**

The information in this section is being reported (check one):

☒ On behalf of an individual MS4

☐ On behalf of a coalition

How many MS4s contributed to this report? 

--	--	--

1. How many construction projects have been authorized for disturbances of one acre or more during this reporting period? 

		3
--	--	---

2. How many construction projects disturbing at least one acre were active in your jurisdiction during this reporting period? 

	1	7
--	---	---

3. What percent of active construction sites were inspected during this reporting period? ☐ NT 

1	0	0
---	---	---

 %

4. What percent of active construction sites were inspected more than once? ☐ NT 

1	0	0
---	---	---

 %

5. Do all inspectors working on behalf of the MS4s contributing to this report use the NYS Construction Stormwater Inspection Manual? ☐ Yes ☒ No ☐ NT

6. Does your MS4/Coalition provide public access to Stormwater Pollution Prevention Plans (SWPPPs) of construction projects that are subject to MS4 review and approval? ☒ Yes ☐ No ☐ NT

If your MS4 is Non-Traditional, are SWPPPs of construction projects made available for public review? ☐ Yes ☐ No

If Yes, use the following page to identify location(s) where SWPPPs can be accessed.

## MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2020

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition	TOWN OF SOUTHEAST
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SPDES ID

N	Y	R	2	0	A	3	2	0
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6. con't.:

Submit additional pages as needed.

☐ MS4/Coalition Office

Department

[illegible]

### Address

[illegible]

City

[illegible]

Zip

				1				
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Phone

$$\left( \begin{array}{|c|c|c|} \hline & & \\ \hline \end{array} \right) \begin{array}{|c|c|c|} \hline & & \\ \hline \end{array} = \begin{array}{|c|c|c|c|} \hline & & & \\ \hline \end{array}$$

○ Library

Address

[illegible]

City

[illegible]

Zip

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**Phone**
$$\left( \begin{array}{|c|} \hline \\ \hline \end{array} \right) \begin{array}{|c|} \hline \\ \hline \end{array} = \begin{array}{|c|} \hline \\ \hline \end{array}$$

• Other

### Address

P	l	a	n	n	i	n	g		D	e	p	t	.	,		1		M	a	i	n		S	t	r	e	e	t
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City

B	r	e	w	s	t	e	r									
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Zip

1	0	5	0	9	-			
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**Phone**
$$\begin{pmatrix} 8 & 4 & 5 \end{pmatrix} \begin{pmatrix} 2 & 7 & 9 \end{pmatrix} - \begin{pmatrix} 1 & 1 & 3 & 6 \end{pmatrix}$$

☐ Web Page URL(s): Please provide specific address where SWPPPs can be accessed - not home page.

URL

[illegible][illegible][illegible]

URL

[illegible][illegible][illegible]

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition 

T	O	W	N	O	F	S	O	U	T	H	E	A	S	T
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SPDES ID

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**7. Evaluating Progress Toward Measurable Goals MCM 4**

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

**A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.**

Continue to review all SWPPPs.  
Continue to conduct E & S compliance inspections for active construction sites.  
Town Engineer to inspect construction sites periodically/weekly.  
Use standardized inspection form for compliance inspection.

**B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.**

100 percent of SWPPPs are reviewed by Town Engineer.  
Town Engineer inspects construction sites as required on a periodic/weekly basis (48).  
Town Engineer maintains an inventory of active construction projects updated semiannually (2).  
Ongoing monitoring of active construction sites is conducted by other staff including Highway Superintendent/MS4 Official and Building inspector.

**C. How many times was this observation measured or evaluated in this reporting period?**

		5	0
--	--	---	---

(ex.: samples/participants/events)

**D. Has your MS4 made progress toward this measurable goal during this reporting period?**

☒ Yes ☐ No

**E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?**

☒ Yes ☐ No

**F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).**

Continue to review all SWPPPs and Erosion Control Plans for disturbances exceeding 5,000 SF.  
Continue to conduct compliance inspections for active construction sites.  
Continue to maintain an inventory of active construction projects.  
Use standardized Inspection Form for compliance inspections.  
Provide additional training for town staff to conduct compliance inspections.

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 2020

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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### **Minimum Control Measure 5. Post-Construction Stormwater Management**

The information in this section is being reported (check one):

- ☒ On behalf of an individual MS4  
☐ On behalf of a coalition

How many MS4s contributed to this report?

--	--	--

- 1. How many and what type of post-construction stormwater management practices has your MS4/Coalition inventoried, inspected and maintained in this reporting period?**

	# Inventoried	# Inspections	# Times Maintained
● Alternative Practices	1 9	1 5	3
○ Filter Systems			
● Infiltration Basins	9		
● Open Channels	9		
● Ponds	8 9	7	
● Wetlands	1		
○ Other			

2. Do you use an electronic tool (e.g. GIS, database, spreadsheet) to track post-construction BMPs, inspections and maintenance? ☒ Yes ☐ No

☒ Yes    ☐ No

- 3. What types of non-structural practices have been used to implement Low Impact Development/Better Site Design/Green Infrastructure principles?**

- ☐ Building Codes      ☒ Municipal Comprehensive Plans  
☒ Overlay Districts      ☐ Open Space Preservation Program  
☒ Zoning      ☐ Local Law or Ordinance  
☐ None      ☐ Land Use Regulation/Zoning  
☐ Watershed Plans      ☐ Other Comprehensive Plan

● Other:

[illegible]

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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4a. Are the MS4s contributing to this report involved in a regional/watershed wide planning effort?

☒ Yes ☐ No

4b. Does the MS4 have a banking and credit system for stormwater management practices?

☐ Yes ☒ No

4c. Do the SWMP Plans for each MS4 contributing to this report include a protocol for evaluation and approval of banking and credit of alternative siting of a stormwater management practice?

☐ Yes ☒ No

4d. How many stormwater management practices have been implemented as part of this system in this reporting period?

		1
--	--	---

5. What percent of municipal officials/MS4 staff responsible for program implementation attended training on Low Impace Development (LID), Better Site Design (BSD) and other Green Infrastructure principles in this reporting period?

	2	5
--	---	---

 %

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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**6. Evaluating Progress Toward Measurable Goals MCM 5**

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

**A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.**

Identify locations for additional BMPs; work the EOHWC.  
Maintain inventories of stormwater practice and inspections.  
Notify private property owners of inspection and maintenance requirements.  
Expand GIS based program to track BMP maintenance.

**B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.**

Highway Department conducts inspections of Town maintained BMPS (15).  
Town updates its inventory of private post construction stormwater practices semiannually (2).  
Mailings sent to owners of post construction practices requiring inspections & maintenance (13).  
Town formalized procedures for maintenance agreements & bonding for stormwater practice s on commercial sites (1).

**C. How many times was this observation measured or evaluated in this reporting period?**

		3	1
--	--	---	---

(ex.: samples/participants/events)

**D. Has your MS4 made progress toward this measurable goal during this reporting period?**
☒ Yes   ☐ No
**E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?**
☒ Yes   ☐ No
**F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).**

Continue to identify locations for structural BMPs and work with EOHWC to develop these.  
Continue to maintain inventory of public and private BMPs and inspections.  
Expand GIS based program to track BMP maintenance.  
Highway Department will conduct inspections on EOHWC practices.  
Expand mailing to additional owners of post construction Stormwater Practices (older).



**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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**Minimum Control Measure 6. Stormwater Management for Municipal Operations**

The information in this section is being reported (check one):

☒ On behalf of an individual MS4

☐ On behalf of a coalition

How many MS4s contributed to this report? 

--	--	--

1. Choose/list each municipal operation/facility that contributes or may potentially contribute Pollutants of Concern to the MS4 system. For each operation/facility indicate whether the operation/facility has been addressed in the MS4's/Coalition's Stormwater Management Program(SWMP) Plan and whether a self-assessment has been performed during the reporting period. A self-assessment is performed to: 1) determine the sources of pollutants potentially generated by the permittee's operations and facilities; 2) evaluate the effectiveness of existing programs and 3) identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program, if it's not done already.

<u>Operation/Activity/Facility</u>	<u>Addressed in SWMP?</u>		<u>Self-Assessment</u> <u>Operation/Activity/Facility</u> <u>performed within the past 3</u>	
			<u>years?</u>	
Street Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Bridge Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Winter Road Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Salt Storage.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Solid Waste Management.....	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No
New Municipal Construction and Land Disturbance..	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Right of Way Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Marine Operations.....	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Hydrologic Habitat Modification.....	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Parks and Open Space.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Municipal Building.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Stormwater System Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Vehicle and Fleet Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Other.....	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

2	0	2	0
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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**2. Provide the following information about municipal operations good housekeeping programs:**

- Parking Lots Swept (Number of acres X Number of times swept) # Acres 

				4
--	--	--	--	---
- Streets Swept (Number of miles X Number of times swept) # Miles 

			9	0
--	--	--	---	---
- Catch Basins Inspected and Cleaned Where Necessary # 

	1	1	0	0
--	---	---	---	---
- Post Construction Control Stormwater Management Practices Inspected and Cleaned Where Necessary # 

				3
--	--	--	--	---
- Phosphorus Applied In Chemical Fertilizer # Lbs. 

				0
--	--	--	--	---
- Nitrogen Applied In Chemical Fertilizer # Lbs. 

				0
--	--	--	--	---
- Pesticide/Herbicide Applied # Acres 

			0	.	0
--	--	--	---	---	---

  
(Number of acres to which pesticide/herbicide was applied X Number of times applied to the nearest tenth.)

**3. How many stormwater management trainings have been provided to municipal employees during this reporting period?**

				4
--	--	--	--	---

**4. What was the date of the last training?**

0	2	/	2	4	/	2	0	2	0
---	---	---	---	---	---	---	---	---	---

**5. How many municipal employees have been trained in this reporting period?**

	1	2
--	---	---

**6. What percent of municipal employees in relevant positions and departments receive stormwater management training?**

	9	0	%
--	---	---	---

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

2	0	2	0
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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**7. Evaluating Progress Toward Measurable Goals MCM 6**

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

**A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.**

Continue to provide training to Town Staff.  
Utilize GIS base program to identify, update and track structures maintained.

**B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.**

All catch basin have been mapped and outfalls inspected at least once (1).  
Highway Department inspects, maintains and repairs catch basins and outfalls (48).  
Highway Department regular trainings include identifying potential illicit discharges and sources of contamination. (4)

**C. How many times was this observation measured or evaluated in this reporting period?**

		5	3
--	--	---	---

(ex.: samples/participants/events)

**D. Has your MS4 made progress toward this measurable goal during this reporting period?**
☒ Yes   ☐ No
**E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?**
☒ Yes   ☐ No
**F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).**

Conduct formal stormwater training sessions for involved staff.  
Utilize GIS base program to identify, update and track structures maintained.  
Improve documentation of inspections by Highway Staff or dedicated MS4 Inspector.  
Review, update and provide training on the Highway Garage SWPPP.

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

2	0	2	0
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition 

TOWN OF SOUTHEAST
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SPDES ID

N	Y	R	2	0	A	3	2	0
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**Additional Watershed Improvement Strategy Best Management Practices**

The information in this section is being reported (check one):

☒ On behalf of an individual MS4

☐ On behalf of a coalition

How many MS4s contributed to this report? 

--	--	--

MS4s must answer the questions or check NA as indicated in the table below.

MS4 Description	Answer	Check NA	(POC)
<b>NYC EOH Watershed</b>	-	-	-
Traditional Land Use	1,2,3,4,5,6,7a-d,8a,8b,9	10,11,12	Phosphorus
Traditional Non-Land Use	1,2,3,4,7a-d,8a,8b,9	5,10,11,12	Phosphorus
Non-Traditional	1,2,7a-d,8a,8b,9	3,4,5,10,11,12	Phosphorus
<b>Onondaga Lake Watershed</b>	-	-	-
Traditional Land Use	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Non-Traditional	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
<b>Greenwood Lake Watershed</b>	-	-	-
Traditional Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Non-Traditional	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
<b>Oyster Bay</b>	-	-	-
Traditional Land Use	1,4,7a-d,9,10,11,12	2,3,5,6,8a,8b	Pathogens
Traditional Non-Land Use	1,4,7a-d,9,10,11,12	2,3,5,6,8a,8b	Pathogens
Non-Traditional	1,4,7a-d,9	2,3,4,5,8a,8b,10,11,12	Pathogens
<b>Peconic Estuary</b>	-	-	-
Traditional Land Use	1,4,7a-d,8a,9,10,11,12	2,3,5,6,8b	Pathogens and Nitrogen
Traditional Non-Land Use	1,4,7a-d,8a,9,10,11,12	2,3,5,6,8b	Pathogens and Nitrogen
Non-Traditional	1,4,7a-d,8a,9	2,3,4,5,8b,10,11,12	Pathogens and Nitrogen
<b>Oswego Lake Watershed</b>	-	-	-
Traditional Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Non-Traditional	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
<b>LI 27 Embayments</b>	-	-	-
Traditional Land Use	1,2,3,4,7a-d,9,10,11,12	5,6,8a,8b	Pathogens
Traditional Non-Land Use	1,2,3,4,7a-d,9,10,11,12	5,6,8a,8b	Pathogens
Non-Traditional	1,2,3,4,7a-d,9	5,6,8a,8b,10,11,12	Pathogens

1. Does your MS4/Coalition have an education program addressing impacts of phosphorus/nitrogen/pathogens on waterbodies? ☒ Yes ☐ No ☐ N/A

2. Has 100% of the MS4/Coalition conveyance system been mapped in GIS? ☒ Yes ☐ No ☐ N/A

If N/A, go to question 3.

If No, estimate what percentage of the conveyance system has been mapped so far.

--	--	--

 %

Estimate what percentage was mapped in this reporting period.

--	--	--

 %

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

2	0	2	0
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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3. Does your MS4/Coalition have a Stormwater Conveyance System (infrastructure) Inspection and Maintenance Plan Program? ☒ Yes ☐ No ☐ N/A
4. Estimate the percentage of on-site wastewater treatment systems that have been inspected and maintained or rehabilitated as necessary in this reporting period? 

		0
--	--	---

 %
5. Has your MS4/Coalition developed a program that provides protection equivalent to the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-08-001) to reduce pollutants in stormwater runoff from construction activities that disturb five thousand square feet or more? ☒ Yes ☐ No ☐ N/A
6. Has your MS4/Coalition developed a program to address post-construction stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre that provides equivalent protection to the NYS DEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-08-001), including the New York State Stormwater Design Manual Enhanced Phosphorus Removal Standards? ☒ Yes ☐ No ☐ N/A
- 7a. Does your MS4/Coalition have a retrofitting program to reduce erosion or phosphorus/nitrogen/pathogen loading? ☒ Yes ☐ No ☐ N/A
- 7b. How many projects have been sited in this reporting period? 

1	6
---	---
- 7c. What percent of the projects included in 7b have been completed in this reporting period? 

		6
--	--	---

 %
- 7d. What percent of projects planned in previous years have been completed? 

	6	7
--	---	---

 %
- ☐ No Projects Planned
- 8a. Has your MS4/Coalition developed and implemented a turf management practices and procedures policy that addresses proper fertilizer application on municipally owned lands? ☒ Yes ☐ No ☐ N/A
- 8b. Has your MS4/Coalition developed and implemented a turf management practices and procedures policy that addresses proper disposal of grass clippings and leaves from municipally owned lands? ☒ Yes ☐ No ☐ N/A

**MS4 Annual Report Form**

This report is being submitted for the reporting period ending March 9, 

2	0	2	0
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

TOWN OF SOUTHEAST

SPDES ID

N	Y	R	2	0	A	3	2	0
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9. Has your MS4/Coalition developed and implemented a program of native planting?

☒ Yes   ☐ No   ☐ N/A

10. Has your MS4/Coalition enacted a local law prohibiting pet waste on municipal properties and prohibiting goose feeding?

☐ Yes   ☐ No   ☒ N/A

11. Does your MS4/Coalition have a pet waste bag program?

☐ Yes   ☒ No   ☐ N/A

12. Does your MS4/Coalition have a program to manage goose populations?

☐ Yes   ☐ No   ☒ N/A

## TOWN OF SOUTHEAST STORMWATER MANAGEMENT PROGRAM PLAN

### A. INTRODUCTION

In 2003, the Town of Southeast (Putnam County) developed this Stormwater Management Program Plan (SWMPP) in order to comply with the New York State Department of Environmental Conservation (NYSDEC) Small MS4 SPDES General Permit (GP-02-02) issued for stormwater discharges from small municipal separate storm sewer systems (MS4s) in New York State. The Plan is being updated to reflect changes to comply with the current MS4 SPDES General Permit (GP-0-15-003) issued for Stormwater Discharges From Municipal Separate Storm Sewer Systems (MS4) and to more accurately reflect current stormwater programs, practices and goals of the Town of Southeast. The SWMPP is being updated for the period 2017 to 2022 to reflect actions the Town has and is currently undertaking to advance compliance with the current General Permit.

Portions of the Town of Southeast lie within an Automatically Designated Urbanized Area based on the 2000 US Census. However, coverage of the entire Town is required as Southeast is a part of an Additionally Designated Area based on its location within the New York City East-of-Hudson drinking water supply watershed. In addition, the Town now is subject to the Enhanced Phosphorous Removal Requirements as set forth in Part IX.A of GP-0-15-003.

The Town of Southeast contributes stormwater flow to six (6) waterbodies currently or previously listed on NYSDEC's Section 303d List of Impaired Waters Requiring a TMDL. The Croton Falls Reservoir, Diverting Reservoir, East Branch Reservoir, Middle Branch Reservoir, and Muscoot Reservoir were listed on NYSDEC's 1998 Section 303d List and have since had Total Maximum Daily Loads (TMDLs) established by NYSDEC for phosphorus associated with urban runoff. NYSDEC's 2002 Section 303d List includes Peach Lake as a "High Priority for TMDL Development by NYSDEC" for phosphorus and pathogens from on-site wastewater treatment systems. Five (5) of these waterbodies are listed on the NYSDEC list of Impaired Segments and Secondary Pollutants of Concern (GP -0-15-003 Appendix 2). These are the Croton Falls Reservoir, Diverting Reservoir, East Branch Reservoir, Middle Branch Reservoir, and with the Pollutant of concern identified as Phosphorous.

When the Town's original SWMPP was prepared in 2003, the Plan generally addressed measures to reduce phosphorous loading and implementing stormwater best management practices as follows:

*The Town has already prepared its portion of the Comprehensive Croton System Water Quality Protection Plan (the "Croton Plan") as part of the NYCDEP Watershed Memorandum of Agreement (MOA) and as required under §18-82 of the NYCDEP Watershed Rules and Regulations. The Croton Plan includes basinwide assessments of phosphorus loading into reservoir basins and identifies potential remediation measures to limit phosphorus loading and achieve TMDLs. The Croton Plan identifies non-point source pollution (or urban runoff) as a source of phosphorus loading into the reservoir. Creation of stormwater management districts in existing developed areas, implementation of stormwater best management practices (BMPs) or other infrastructure, and the ongoing operations and maintenance of these systems to control non-point source pollution from phosphorus requires extensive commitments of financial resources that the Town of Southeast is not prepared to undertake on its own. The MOA allows for funds not used for diversion of wastewater to be used for certain water quality improvements, including stormwater management. Where outside funding would be available for creation and ongoing maintenance, the Town would support creation of districts to improve stormwater management. However, it is the understanding of the Town of Southeast that any funds that may be made available through the MOA would only be used for capital costs, not for operations and maintenance. Thus, the Town expresses its concern that the Town cannot be held responsible for fiscal or physical management of either the districts or the stormwater improvements. The Town does not have, at this time, sufficient resources to properly manage new stormwater infrastructure on other than its own property.*

Subsequent to this over the next several years the Town received some funding to initiate specific

## **TOWN OF SOUTHEAST STORMWATER MANAGEMENT PROGRAM PLAN**

stormwater water quality improvement projects including design and construction of a stormwater basin at the Town Highway Garage site, minor outfall improvements along Brewster Hill Road and funding for initial design to address impacts of stormwater discharges from Brewster Heights to the Middle Branch Reservoir. In 2011 the East of Hudson Watershed Corporation (EOHWC) was formed to serve as a regional entity to plan and fund stormwater retrofit projects within Putnam and Westchester Counties and accomplish compliance with the requirements of the MS4 General Permit on a regional basis. More specifically the function of the EOHWC is summarized as follows:

*The East of Hudson Watershed Corporation is a local development corporation established by the municipalities in Northern Westchester, Putnam, and Dutchess Counties in the New York City Watershed to install stormwater retrofit projects to meet the requirements for phosphorus reduction defined by the New York State Department of Environmental Conservation (NYSDEC). The Corporation is working in conjunction with the NYSDEC and New York City Department of Environmental Protection (NYCDEP) to further Stormwater MS4 quality projects in the Croton and Kensico Reservoir Basins. [Click here for a brief History of New York's Watershed.](#)*

*The mission of the Corporation is to reduce the levels of phosphorus in stormwater runoff in the watershed of the New York City water supply system east of the Hudson River ("New York City EOH Watershed") in order to protect the quality of the waters therein and thereby to achieve compliance with the Municipal Separate Storm Sewer System ("MS4") heightened requirements in the MS4 permits applicable to the municipalities located within the New York City EOH Watershed (the "EOH Municipalities").*

*The Corporation carries its mission by administering, organizing and implementing a stormwater retrofit program to attain regional compliance with the requirements of the MS4 permits applicable to EOH Municipalities; and by applying for, obtaining and contracting with New York City and any other federal, state, or local government agency, foundation, organization or individual for the purpose of obtaining grants, loans, or other form of financial assistance and expending or authorizing the expenditure of such funds in furtherance of the mission of the Corporation.*

Since the formation of the EOHWC, several significant stormwater retrofit projects have been funded and constructed within the Town of Southeast. These include a subsurface gravel wetland on Shore Drive which treats a major stormwater drainage discharge to Tonetta Lake, and major channel stabilization projects from Brewster Hill Road and Bloomer Road to US Route 6 as well as a number of minor projects.

The requirements of the MS4 General Permit include six Minimum Controls Measures (MCM) which are defined in the Permit as follows:

1. Public Education and Outreach on Stormwater Impacts
2. Public Involvement Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management
6. Pollution Prevention/Good Housekeeping for Municipal Operations

In addition to the retrofit program described above, since the first implementation of the Town of Southeast's original SWMPP, many of the initial goals have been accomplished and/or are ongoing. These include the following:

- Designate a Stormwater Control Official and Administrator.
- Prepare and Distribute educational materials about sources, pollutants, and mitigation associated



## **TOWN OF SOUTHEAST STORMWATER MANAGEMENT PROGRAM PLAN**

with stormwater runoff.

- Implement and support compliance with the General Permit Requirements.
- Monitor and document compliance activities, prepare Annual Reports and conduct public hearings as required.
- Review land use application SWPPPS and conduct required planning board public hearings on the applications.
- Adopt a local Stormwater Ordinance (Town Code Chapter 119).
- Adopt a Local law with respect to illicit discharge identification and elimination (IDDE).
- Provide training to Town employees.
- Map the Town drainage system, including catch basins piping and outfalls.
- Conduct dry-weather outfall inspections of all the drainage system outfalls.
- Look for, investigate, confirm and eliminate illicit discharges as they are identified.
- Develop a program for reviewing individual SWPPPs and NOIs for all land disturbance activities over 5,000 SF, confirming compliance with the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Sites, and executing the MS4 Acceptance Forms.
- Develop a program for requiring erosion & sediment control and restoration bonds for all of these projects.
- Maintain an inventory of active construction projects, verify applicant inspections are being conducted and conduct periodic compliance inspections.
- Identify unauthorized disturbances or active site E & S violations and initiate necessary enforcement actions to bring into compliance.
- Inventory Town owned and private post construction stormwater practices.
- Prepare a Stormwater Pollution Prevention Plan for the Town Highway Garage Site.
- Conduct regular inspections of the Town drainage system including catch basins and outfalls.
- Undertake and document relevant Highway maintenance and inspection activities.

### **B. MINIMUM CONTROL MEASURES**

#### **1. PUBLIC EDUCATION AND OUTREACH ON STORMWATER IMPACTS**

##### ***OBJECTIVE***

Phosphorus from urban runoff and pathogens from on-site wastewater treatment systems have been identified as pollutants of concern for the waterbodies within the Town of Southeast. The Town of Southeast will undertake a public education and outreach program to targeted audiences to educate residents, and businesses on methods to control phosphorus and pathogen pollution.

##### ***EXISTING PRACTICES***

- Prepared the Town's portion of the *Comprehensive Croton System Water Quality Protection Plan* (the "Croton Plan") as part of the NYCDEP Watershed Memorandum of Agreement and as required under §18-82 of the NYCDEP Watershed Rules and Regulations. The Croton Plan includes basinwide

## **TOWN OF SOUTHEAST STORMWATER MANAGEMENT PROGRAM PLAN**

assessments of phosphorus loading into reservoir basins and identifies potential remediation measures to limit phosphorus loading and achieve TMDLs.

- Adopted an updated Comprehensive Plan to address development and water quality issues.
- Distributed an annual mailing which includes educational information on impacts of stormwater runoff.
- Provided educational materials to participants at Earth Day and road adoption clean-up events including youth activities.
- Provided guidance documents to land use permit applicants.
- Included informational materials on impacts of stormwater and need to reduce phosphorus loading on the Town website.

### ***FUTURE ACTIONS***

- A. Consider water quality issue and impacts of stormwater runoff in future Comprehensive Plan updates.
- B. Continue to distribute an annual mailing which includes educational information on the impacts of stormwater runoff.
- C. Continue to provide educational materials to participants at Earth Day and road adoption clean-ups including youth activities.
- D. Update and expand guidance documents provided to land use permit applicants.
- E. Expand informational materials on impacts of stormwater and need to reduce phosphorus loading on the Town website.
- F. Make handouts available at Town offices.

### ***MEASURABLE GOALS***

#### **Public Education and Outreach Measurable Goals**

<b>By End of:</b>	<b>The following will be complete:</b>
2017	<ul style="list-style-type: none"><li>➤ Distribute annual mailing with information on impacts of stormwater runoff</li><li>➤ Provide materials to participants at Town clean-up programs</li><li>➤ Provide guidance documents to land use permit applicants</li><li>➤ Include materials on stormwater impacts/phosphorus reduction on Town website</li></ul>
2018	<ul style="list-style-type: none"><li>➤ Distribute annual mailing with information on impacts of stormwater runoff</li><li>➤ Provide materials to participants at Town clean-up programs</li><li>➤ Provide guidance documents to land use permit applicants</li><li>➤ Include materials on stormwater impacts/phosphorus reduction on Town website</li></ul>
2019	<ul style="list-style-type: none"><li>➤ Distribute annual mailing with information on impacts of stormwater runoff</li><li>➤ Provide materials to participants at Town clean-up programs</li><li>➤ Provide guidance documents to land use permit applicants</li><li>➤ Include materials on stormwater impacts/phosphorus reduction on Town website</li></ul>
2020	<ul style="list-style-type: none"><li>➤ Distribute annual mailing with information on impacts of stormwater runoff</li><li>➤ Provide materials to participants at Town clean-up programs</li><li>➤ Enhance guidance documents to land use permit applicants</li><li>➤ Expand materials on stormwater impacts/phosphorus reduction on Town website</li></ul>

## **TOWN OF SOUTHEAST STORMWATER MANAGEMENT PROGRAM PLAN**

2021	<ul style="list-style-type: none"><li>➤ Distribute annual mailing with information on impacts of stormwater runoff</li><li>➤ Provide materials to participants at Town clean-up programs</li><li>➤ Enhance guidance documents to land use permit applicants</li><li>➤ Expand materials on stormwater impacts/phosphorus reduction on Town website</li></ul>
------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### **2. PUBLIC INVOLVEMENT PARTICIPATION**

#### ***OBJECTIVE***

The Town of Southeast will engage the public in an ongoing process of reporting on the SWMPP. Public access to documents will be a corner stone of this component of the SWMPP.

#### ***EXISTING PRACTICES***

- The Town of Southeast has appointed a stormwater contact and has MS4 Staff to provide guidance and respond to public inquiries.
- The Town makes MS4 program documents available on the Town website.
- The Town conducts public hearings on Annual Report and Land Use SWPPPs.
- The Town conducts annual clean-up events including Earth Day and Road Adoption Clean-ups.

#### ***FUTURE ACTIONS***

- A. Continue to conduct public hearings on the SWMPP and Annual Report.
- B. Continue to conduct public hearings on Land Use SWPPPs.
- C. Provide public access to all documents related to the SWMPP and annual report through the office of the Town Clerk and on the Town website.
- D. Initiate a catch basin placard program with emphasis on densely developed or environmentally sensitive areas.
- E. **Provide guidance** on identifying and reporting on illicit discharges (IDDE) on the Town Website.
- F. Update the Town SWMPP and present at public hearing.

#### ***MEASURABLE GOALS***

#### **Public Involvement/Participation**

<b>By End of:</b>	<b>The following will be complete:</b>
2017	<ul style="list-style-type: none"><li>➤ Designate stormwater contact and MS4 staff</li><li>➤ Conduct public hearings on Annual Report and Land Use SWPPPs</li><li>➤ Submit annual report to NYSDEC</li><li>➤ Make MS4 program documents available on the Town website</li><li>➤ Conduct annual clean-up events including Earth Day and Road Adoption Programs</li></ul>
2018	<ul style="list-style-type: none"><li>➤ Conduct public hearings on Annual Report and Land Use SWPPPs</li><li>➤ Submit annual report to NYSDEC</li><li>➤ Make MS4 program documents available on the Town website</li><li>➤ Conduct annual clean-up events including Earth Day and Road Adoption Programs</li></ul>

## **TOWN OF SOUTHEAST STORMWATER MANAGEMENT PROGRAM PLAN**

2019	<ul style="list-style-type: none"><li>➤ Conduct public hearings on Annual Report and Land Use SWPPPs</li><li>➤ Submit annual report to NYSDEC</li><li>➤ Make MS4 program documents available on the Town website</li><li>➤ Conduct annual clean-up events including Earth Day and Road Adoption Programs</li></ul>
2020	<ul style="list-style-type: none"><li>➤ Conduct public hearings on Annual Report and Land Use SWPPPs</li><li>➤ Update the Town SWMPP and present at public hearing</li><li>➤ Submit annual report to NYSDEC</li><li>➤ Provide guidance on identifying and reporting illicit discharges on the Town website</li><li>➤ Conduct annual clean-up events including Earth Day and Road Adoption Programs</li></ul>
2021	<ul style="list-style-type: none"><li>➤ Conduct public hearings on Annual Report and Land Use SWPPPs</li><li>➤ Submit annual report to NYSDEC</li><li>➤ Initiate a catch basin placard program with emphasis on sensitive areas</li><li>➤ Conduct annual clean-up events including Earth Day and Road Adoption Programs</li></ul>

### **3. ILLICIT DISCHARGE DETECTION AND ELIMINATION**

#### ***OBJECTIVE***

The Town of Southeast will continue to inventory the stormwater system and maintain a program of detection and elimination of illicit discharges into the system. Illicit discharges are likely to include failing septic systems, illegal residential or commercial dumping into the storm system, and illegal industrial or business connections.

#### ***EXISTING PRACTICES***

- The Town of Southeast has adopted an IDDE law to prohibit illegal connections to the stormwater system or illegal discharges of pollutants into the stormwater system.
- The Town has prepared a GPS inventory of all catch basins, piping, and outfalls within its stormwater system and is conducting dry weather inspections of all outfalls.
- The Town Highway Department regularly monitors Town roads and inspects outfalls and surface discharges for evidence of illicit discharges.

#### ***FUTURE ACTIONS***

- A. Maintain and update the GPS inventory of the storm water system and all outfalls.
- B. Continue to conduct inspections for illicit discharges.
- C. Use GIS mapping and data collection applications to track inspections and required maintenance and repairs.
- D. Train Town employees in techniques used for illicit discharge detection.
- E. Designate Town Staff or MS4 Technician to conduct or oversee inspection and maintenance program.

#### ***MEASURABLE GOALS***

#### **Illicit Discharge Detection and Elimination**

<b>By End of:</b>	<b>The following will be complete:</b>
2017	<ul style="list-style-type: none"><li>➤ Complete initial inspection of all drainage system outfalls</li><li>➤ Designate staff to conduct continued inspections</li><li>➤ Develop protocol for investigating and eliminating illicit discharges</li></ul>

## **TOWN OF SOUTHEAST STORMWATER MANAGEMENT PROGRAM PLAN**

2018	<ul style="list-style-type: none"><li>➤ Continue to conduct dry weather outfall inspections</li><li>➤ Retain a dedicated stormwater inspector</li><li>➤ Conduct training for MS4 inspection personnel</li></ul>
2019	<ul style="list-style-type: none"><li>➤ Continue to conduct dry weather outfall inspections</li><li>➤ Develop protocol for investigating reported illicit discharges and resolving</li></ul>
2020	<ul style="list-style-type: none"><li>➤ Continue to conduct dry weather outfall inspections</li><li>➤ Improve protocol for investigating and resolving illicit discharges</li><li>➤ Create illicit discharge reporting Form and make available on Town website</li></ul>
2021	<ul style="list-style-type: none"><li>➤ Continue to conduct dry weather outfall inspections</li><li>➤ Utilize data to track illicit discharges, identify priority areas and needed maintenance</li><li>➤ Conduct training for MS4 inspection personnel</li></ul>

### **4. CONSTRUCTION SITE STORMWATER RUNOFF CONTROL**

#### ***OBJECTIVE***

The Town of Southeast will continue to review land use application SWPPPs and approve them as the regulatory MS4. The Town will maintain inventories of SWPPPs reviewed and active construction sites, ensure required operator inspections are being completed, conduct periodic compliance inspections and initiate enforcement actions when required to maintain compliance.

#### ***EXISTING PRACTICES***

- The Town of Southeast currently reviews site plan, subdivision and MS4 applications for compliance with all applicable construction period stormwater regulations.
- The Town currently provides an opportunity for public comment on all site plan and subdivision applications including erosion and sediment control construction plans included in those applications.
- The Town requires Erosion Control Permits for all projects that have over 5,000 square feet of land disturbance and requires erosion control bonds.
- The Town requires and reviews NOIs and SWPPPs for all land disturbances over 5,000 SF and signs MS4 Acceptance Forms as the regulatory MS4.
- The Town currently inspects construction sites on a periodic for proper installation and maintenance of all erosion and sediment control best management practices.

#### ***FUTURE ACTIONS***

- A. Continue to ensure construction site operator inspections are being conducted and conduct periodic site inspections to ensure compliance.
- B. Maintain an inventory of active construction sites.
- C. Develop standardized procedures for submission and review of various types of application SWPPPs including subdivision, site plan and applications not subject to Planning Board approvals.
- D. Provide guidance documents for owners, operators, engineers, and consultants responsible for submitting applications to include submission and bonding requirements and approval procedures.
- E. Conduct pre-construction meetings for all permitted land disturbance projects and provide guidance to owners and operators regarding E & S controls, inspection requirements and temporary and permanent site restoration.

## **TOWN OF SOUTHEAST STORMWATER MANAGEMENT PROGRAM PLAN**

- F. Develop a standardized inspection form and train additional Staff to conduct compliance inspections.
- G. Review existing Land Use Regulations and other local environmental protection regulations to ensure that Town stormwater standards are consistent with current NYSDEC General Permits requirements.

### ***MEASURABLE GOALS***

#### **Construction Site Runoff Control**

<b>By End of:</b>	<b>The following will be complete:</b>
2017	<ul style="list-style-type: none"><li>➤ Continue to conduct periodic inspections of construction sites</li><li>➤ Require owner/operators provide inspection reports to the Town</li><li>➤ Standardize process and provide applicant guidance for MS4 review and approval</li><li>➤ Create and maintain inventory of active construction sites</li></ul>
2018	<ul style="list-style-type: none"><li>➤ Continue to conduct periodic inspections of construction sites</li><li>➤ Continue to require owner/operators provide inspection reports to the Town</li><li>➤ Maintain inventory of active construction sites</li><li>➤ Provide guidance documents on E &amp; S Control and site stabilization</li></ul>
2019	<ul style="list-style-type: none"><li>➤ Continue to conduct periodic inspections of construction sites</li><li>➤ Continue to require owner/operators provide inspection reports to the Town</li><li>➤ Maintain inventory of active construction sites</li><li>➤ Standardized procedures and provide guidance document for E &amp; S Bonding</li></ul>
2020	<ul style="list-style-type: none"><li>➤ Continue to conduct periodic inspections of construction sites</li><li>➤ Continue to require owner/operators provide inspection reports to the Town</li><li>➤ Maintain inventory of active construction sites</li><li>➤ Have additional Staff attend E &amp; S training</li><li>➤ Develop standardize form for Town compliance inspections</li></ul>
2021	<ul style="list-style-type: none"><li>➤ Continue to conduct periodic inspections of construction sites</li><li>➤ Continue to require owner/operators provide inspection reports to the Town</li><li>➤ Maintain inventory of active construction sites</li><li>➤ Review Town Code Chapter 119 for consistency with General Permit and update</li></ul>

## **5. POST-CONSTRUCTION STORMWATER MANAGEMENT**

### ***OBJECTIVE***

The Town of Southeast will implement stormwater BMPs to address existing and future stormwater problem areas and will require post construction stormwater practices (PCSPs) on all private development projects as required in the General Permit. The Town will develop and maintain an inventory of stormwater practices and a program for post-construction inspection and maintenance of these practices.

### ***EXISTING PRACTICES***

- The Town of Southeast, through the East of Hudson Watershed Corporation (EOHWC) implements BMPs to achieve required phosphorus reductions.
- Major phosphorus reduction projects have been completed including a subsurface gravel wetland on Shore Drive and Channel Stabilization from Brewster Hill Road.
- The Town requires post construction stormwater practices (PCSPs) on all private development projects as required in the General Permit.
- The Town maintains an inventory of all public BMPs and private PCSPs.

## **TOWN OF SOUTHEAST STORMWATER MANAGEMENT PROGRAM PLAN**

- The Town has adopted maintenance and inspection requirements for PCSPs in Town Code Chapter 119.

### ***FUTURE ACTIONS***

- Work with EOHWC to identify and facilitate potential stormwater retrofit projects to reduce phosphorous in stormwater runoff.
- Implement a major retrofit project to eliminate transmission of sediment and reduce phosphorus loading from Bloomer Road to the Middle Branch Reservoir.
- Develop a BMP inspection and maintenance program for Town BMPs.
- Southeast Highway Department to coordinate with EOHWC to conduct ongoing inspection and maintenance of constructed EOHWC projects.
- Implement procedures to require maintenance agreements and maintenance bonds upon completion of PCSPs on development projects.
- Notify owners of constructed PCSPs of their requirement to conduct maintenance and inspection of practices and require submission of reports.

### ***MEASURABLE GOALS***

#### **Post-Construction Stormwater Management**

<b>By End of:</b>	<b>The following will be complete:</b>
2017	<ul style="list-style-type: none"><li>➤ Identify locations for potential retrofit projects</li><li>➤ Complete / update inventory of Town owned and private practices</li><li>➤ Highway Department to maintain Town owned practices</li><li>➤ Standardize post construction maintenance requirements</li></ul>
2018	<ul style="list-style-type: none"><li>➤ Construct stormwater retrofit project Bloomer Road</li><li>➤ Identify Lincoln Road / Eagles for possible EOHWC Retrofit</li><li>➤ Formalize bonding and maintenance agreement procedures for constructed projects</li><li>➤ Highway Department to maintain Town owned practices</li></ul>
2019	<ul style="list-style-type: none"><li>➤ Identify locations for potential retrofit projects</li><li>➤ Complete Brewster Heights Stormwater Retrofit</li><li>➤ Highway Department to maintain Town owned practices</li><li>➤ Notify property owners of inspection and maintenance requirements – Phase 1</li></ul>
2020	<ul style="list-style-type: none"><li>➤ Highway Department will coordinate with EOHWC to maintain retrofits</li><li>➤ Include BMP practices in GIS Mapping program</li><li>➤ Town Engineer/Highway Department to inspect Town owned BMPs – Phase 1</li><li>➤ Notify property owners of inspection and maintenance requirements – Phase 2</li></ul>
2021	<ul style="list-style-type: none"><li>➤ Identify locations for potential retrofit projects</li><li>➤ Town Engineer/Highway Department to inspect Town owned BMPs – Phase 2</li><li>➤ Notify property owners of inspection and maintenance requirements – Phase 3</li><li>➤ Review Chapter 119 and update with regards to PCSP</li></ul>

## **6. POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

### ***OBJECTIVE***

The Town of Southeast will ensure that Town practices with respect to operations of its Highway Department and any other department protect water quality to the maximum extent practicable by developing programs to prevent pollutants from reaching protected waterbodies.

## **TOWN OF SOUTHEAST STORMWATER MANAGEMENT PROGRAM PLAN**

### ***EXISTING PRACTICES***

- The Town of Southeast constructed a salt shed, above ground fueling facility oil water separator and stormwater treatment basin at the Town Garage site.
- The Town has a stormwater pollution prevention plan for Town Garage site.
- The Town has mapped and inspected catch basins and outfalls in the Town drainage system.
- The Town Highway Department operates a program of street sweeping, catch basin cleaning, inspection and maintenance of outfalls, and inspection and maintenance of BMPs.
- Town property maintenance uses no fertilizers with phosphorous or nitrogen.

### ***FUTURE ACTIONS***

- A. Use mapping and GIS data collection to facilitate scheduling of catch basin and outfall monitoring and maintenance.
- B. Conduct municipal employee training program to educate about stormwater pollution management.
- C. Review and update the Highway Garage SWPPP.
- D. Prioritize environmental sensitive areas in sweeping and catch basin cleaning operations.

### ***MEASURABLE GOALS***

#### **Pollution Prevention/Good Housekeeping for Municipal Operations**

<b>By End of:</b>	<b>The following will be complete:</b>
2017	<ul style="list-style-type: none"><li>➤ Complete mapping and inspections of outfalls</li><li>➤ Sweep parking lots and roads of sand, sediment, and debris</li><li>➤ Clean and repair catch basins and outfalls as needed</li><li>➤ Conduct municipal employee training</li></ul>
2018	<ul style="list-style-type: none"><li>➤ Complete mapping and inspections of catch basins</li><li>➤ Sweep parking lots and roads of sand, sediment, and debris</li><li>➤ Clean and repair catch basins and outfalls as needed</li></ul>
2019	<ul style="list-style-type: none"><li>➤ Sweep parking lots and roads of sand, sediment, and debris</li><li>➤ Inspect, clean and maintain Town catch basins and outfalls</li><li>➤ Prioritize environmental sensitive areas for sweeping and catch basin cleaning</li></ul>
2020	<ul style="list-style-type: none"><li>➤ Inspect, clean and maintain catch basins and outfalls</li><li>➤ Sweep parking lots and roads of sand, sediment, and debris</li><li>➤ Conduct municipal employee training</li><li>➤ Utilize GIS mapping to better schedule, coordinate and document maintenance</li><li>➤ Review and update Highway Garage SWPPP</li></ul>
2021	<ul style="list-style-type: none"><li>➤ Inspect, clean, and maintain Town catch basins and outfalls</li><li>➤ Sweep parking lots and roads of sand, sediment, and debris</li><li>➤ Utilize GIS mapping to schedule, coordinate and document maintenance</li><li>➤ Conduct municipal employee training on updated Highway SWPPP</li></ul>

### **C. ANNUAL REPORTING**

As originally required by NYSDEC General Permit GP-02-02, the Town of Southeast will prepare an Annual Report on progress made in implementing this SWMPP. Public participation will be included through a duly noticed public hearing. The draft Annual Report will be made available to the public prior to the public hearing and the Town will prepare a responsiveness summary as part of its submission to



## **TOWN OF SOUTHEAST STORMWATER MANAGEMENT PROGRAM PLAN**

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NYSDEC by June 1 of each year. The Town will also submit its annual Municipal Compliance Certification by June 1 of each year.

### **D. INTERMUNICIPAL COOPERATION**

The Town of Southeast already works with the East of Hudson Watershed Cooperation to intends to accomplish phosphorous reduction through stormwater retrofit projects. Where appropriate, the Town will continue to pursue intermunicipal agreements or memorandums of understanding with surrounding communities and State or regional agencies operating within the Town (e.g., NYS Department of Transportation, Metro-North Railroad) and/or seek additional assistance from Putnam County and NYS Department of Environmental Conservation to fully implement this SWMPP. The Town recognizes that certain economies of scale exist in cooperating with adjoining jurisdictions and that funding is available for communities that engage in cooperative efforts. However, no specific agreements or plans have been developed at this time relating to Phase II compliance.

### **E. MODIFICATIONS TO THE SWMP**

The Town of Southeast may, from time to time, modify this Stormwater Management Program as necessary to reflect changing practices, regulations, or financial conditions. Any modifications would be subject to a public hearing and would be described in the Town's Annual Report to NYSDEC.

**38-9**

**GENERAL:** A person shall not kindle or maintain or authorize to be kindled or maintained any open burning unless conducted and approved in accordance with New York State Law, New York State DEC regulations and/or the provisions of this statute.

**DEFINITIONS:** As used in this chapter, the following words shall have the meanings specified below:

**OPEN BURNING / OPEN FIRE:**

Any outdoor fire or burning or outdoor smoke-producing process from which any air contaminants are emitted directly into the outdoor atmosphere, other than by a fire in a stove, oven, furnace or incinerator designed and constructed for the burning of materials.

The term "OPEN FIRE" shall not be deemed to include fires in barbecue pits, outdoor candles, outdoor fireplaces, and wood, gas or charcoal grills designed for the purpose of cooking food for human consumption, and shall not include the use of a fire in a fireplace by recognized organizations such as Girl Scouts or Boy Scouts or a fire department, where such fireplace is used under the constant supervision of responsible officials of such organizations.

**GARBAGE:**

The animal and vegetable waste resulting from the handling, preparation, cooking and serving of food.

**REFUSE:**

All waste material, including, but not limited to, garbage, rubbish, or dead animals.

**RUBBISH:**

Solid or liquid waste material, including, but not limited to, paper and paper products; rags; leaves; vines; lawn and garden debris; furniture; cans; crockery; cartons; plastics; chemicals; paint; grease; slugs; oils; other petroleum products; wood; sawdust; demolition materials; tires; automobiles and other vehicles and parts, for junk, salvage or disposal.

**A. PERMIT REQUIRED:**

Burning in an open fire, provided it is not contrary to other laws or regulation, will be allowed only upon the issuance of a written Burn Permit issued by the Office of the Town Clerk of the Town of Southeast, New York.

**B. RESTRICTIONS:**

The Burn Permit issued by the Town of Southeast restricts the following activity:

1. The permit is only valid between May 15<sup>th</sup> and the following March 15<sup>th</sup> of each calendar year.
2. The permit shall only be issued for a 30 day period subject to renewal.
3. Burning shall only be conducted from 8:00AM to dusk, Monday through Saturday only. No burning shall be permitted throughout the Town of Southeast on Sundays or on any legal holiday.
4. A permittee shall stop adding additional materials to the burn pile no more than 3 hours before dusk to allow the fire to burn down completely.
5. No person shall start or maintain an open fire within (50) fifty feet of any building or structure.
6. Materials permitted to be burned, pursuant to an issued permit shall be limited to: brush, tree limbs less than six inches in diameter and eight feet in length, dry shrubbery and plants.
7. Leaves, plastics (including bags), trash, garbage, refuse, tires, synthetic materials, chemically treated wood, wood that has been coated, stained, painted or glued, petroleum based products, plywood, fiberboard, particle board, oriented strand board and/or any other construction materials are prohibited from being burned at any time.
8. Piles of burning material shall be of an appropriate size that it can be managed at all times. Only one pile of burnable material may be ignited, sustained or burned at any one time per each residential property.
9. The permittee must be in attendance of the permitted fire at all times. No fire will be left unattended until it is completely extinguished.
10. The permittee shall have sufficient means to control and extinguish the fire at all times.
11. Materials to be burned will be isolated to prevent the fire from escaping from the pile or material(s) to be burned. The pile of material(s) to be burned shall be kept small enough to maintain at all times.
12. The permittee shall be solely liable for any damage to the property of another, or injury to any person resulting from fires kindled by them or smoke generated by any fire ignited or sustained by the permittee.

13. Should it become necessary for town officials deem it necessary to extinguish any fire, the permittee may be held civilly and/or criminally liable for any suppression costs and any and all damages resulting therefrom.
14. A town enforcement official may suspend or revoke the operation of any burning permit at any time.

**C. EXCEPTIONS:**

The following items are exempt from requiring a Town Burn permit:

1. Barbecue grills, maple sugar arches and similar outdoor cooking devices when actually used for cooking or processing food only using propane, charcoal, or untreated wood;
2. Small fires that are used to dispose of a flag or religious item, and small fires or other smoke producing process where not otherwise prohibited by law that are used in connection with a religious ceremony;
3. Burning on an emergency basis or explosive or other dangerous or contraband materials by police or other public safety organization;
4. Outdoor candles, fire pits, outdoor fireplaces and wood, gas or charcoal grills are exempt from this statute;
5. Open fires when used by governmental or municipal authorities for the training of personnel in fire-fighting techniques or the use of fire-fighting equipment.

**D. NOTIFICATION REQUIRED:**

1. Upon the issuance of a Town of Southeast Burn Permit and prior to burning, the permittee shall notify the Putnam County Bureau of Emergency Services at (845) 225-4860 before igniting the fire.

Failure to do so may result in the suspension and or revocation of the Burn Permit.

**E. ENFORCEMENT:**

The provisions of this chapter shall be enforced by the following town officials: Fire Inspector, Building Inspector, Assistant Building Inspector, Code Enforcement Officer and any police officer in the State of New York.

**Town of Southeast**  
**Accounting Department**  
**1360 Route 22**  
**Brewster, NY 10509**

*RF*

***Town Accountant***  
Ronald Hund

***Tel. (845) 279-7338***

***Account Clerk***  
Helena Hansen

***Fax. (845) 279-3664***

[rhund@southeast-ny.gov](mailto:rhund@southeast-ny.gov)  
[hhansen@southeast-ny.gov](mailto:hhansen@southeast-ny.gov)

**MEMO TO: Tony Hay**

**FROM: Ron Hund** *RF*

**DATE: May 15, 2020**

**RE: Budget Transfers**

Attached are the budget transfers that must be put on the agenda for approval at the Town Board meeting on May 21, 2020.

CC. Town Board  
Town Clerk

245

**TOWN BOARD  
TOWN OF SOUTHEAST, NEW YORK**

**577 NORTH MAIN STREET LLC  
ESTABLISH PERFORMANCE BOND AMOUNT**

RESOLUTION NO. \_\_\_\_\_ / 2020

DATE: May 21, 2020

INTRODUCED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**WHEREAS**, the Town Board of the Town of Southeast is in receipt of a report and recommendation from the Town Engineer and referral from the Planning Board with respect to the Performance Security to be posted by 577 North Main Street LLC in connection with a site plan application relative to property located at 577 North Main Street, Southeast Tax Map No. 56.19-1-40.2 (the "Subject Premises"); and

**WHEREAS**, by letter dated May 5, 2020 from the Town Engineer and Planning Board Report it is recommended that the performance security for the Subject Premises be established for this project.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the bond amount shall be established for the project set forth below:

**PROJECT NAME:**

**BOND AMOUNT:**

577 North Main Street – Site Plan

Site Improvements      \$14,000.00

And be it further

**RESOLVED**, that a certified copy of this resolution shall be transmitted by the Town Clerk to the Planning Board Secretary and Building Inspector forthwith.

**UPON A ROLL CALL VOTE:**

Councilman Alvarez      \_\_\_\_\_  
Councilman Larca      \_\_\_\_\_  
Councilman Lord      \_\_\_\_\_  
Councilman O'Connor      \_\_\_\_\_  
Supervisor Hay      \_\_\_\_\_

VOTE: carried / defeated by a vote of \_\_\_\_\_ in favor, \_\_\_\_\_ against; \_\_\_\_\_ abstained.

**TOWN CLERK'S CERTIFICATION**

STATE OF NEW YORK     )  
                                      : ss.:  
COUNTY OF PUTNAM     )

I, MICHELE STANCATI, Town Clerk of the Town of Southeast, do hereby certify that the above is a true and exact copy of a Resolution adopted by the Town Board of the Town of Southeast at a meeting of said board held the 21<sup>st</sup> day of May, 2020.

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MICHELE STANCATI  
Town Clerk

**TOWN BOARD  
TOWN OF SOUTHEAST, NEW YORK**

R#6

**AUTHORIZE ADDITIONAL EXPENDITURE  
TO PURCHASE HIGHWAY EQUIPMENT**

RESOLUTION NO. \_\_\_\_\_ / 2020

DATE: May 21, 2020

INTRODUCED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**WHEREAS**, the Town Board is in receipt of a recommendation dated May 15, 2020 from the Highway Superintendent for the proposed purchase of an item of heavy equipment (Backhoe / Loader) to be used jointly by the Highway and Special Districts Departments; and

**WHEREAS**, the cost for the purchase of such equipment shall be offset by the sale of the Highway Department's 2007 Backhoe / Loader; and

**WHEREAS**, it is found and determined that there are sufficient funds available and allocated for the proposed purchase within the 2020 Highway Department and Special Districts Budgets and will not require issuance of bonds or notes for the purchase thereof.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town Highway Superintendent is authorized to expend an amount not to exceed one hundred ten thousand (\$110,000) dollars for the purchase of a replacement Backhoe / Loader, the cost of which to be offset by the sale and/or trade of the 2007 Backhoe / Loader currently in use by the Highway Department; and be it further

**RESOLVED**, that forty percent (40%) of the purchase price shall be allocated to Special Districts and sixty percent (60%) of the purchase price shall be allocated to the Highway Department, with credit for the sale / trade of the 2007 Backhoe/Loader; and be it further

**RESOLVED**, that if the Southeast Superintendent of Highways requires any addition funds above the amount allotted, he will need further authorization by the Town Board to make such expenditure; and be it further

**RESOLVED**, that this resolution shall take effect immediately.

Upon Roll Call Vote:

Councilman Alvarez \_\_\_\_\_  
Councilman Larca \_\_\_\_\_  
Councilman Lord \_\_\_\_\_  
Councilman O'Connor \_\_\_\_\_  
Supervisor Hay \_\_\_\_\_

VOTE: carried / defeated by a vote of \_\_\_\_\_ in favor, \_\_\_\_\_ against; \_\_\_\_\_ abstained.



# **TOWN CLERK'S CERTIFICATION**

STATE OF NEW YORK     )  
                                      : ss.:  
COUNTY OF PUTNAM     )

I, MICHELE STANCATI, Town Clerk of the Town of Southeast, do hereby certify that the above is a true and exact copy of a Resolution adopted by the Town Board of the Town of Southeast at a meeting of said board held the 21<sup>st</sup> day of May, 2020.

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MICHELE STANCATI  
Town Clerk

R#7

**TOWN BOARD  
TOWN OF SOUTHEAST  
MS4 ANNUAL REPORT**

**RESOLUTION NO.** \_\_\_\_\_ **DATE:** May 21, 2020  
**INTRODUCED BY:** \_\_\_\_\_  
**SECONDED BY:** \_\_\_\_\_

**WHEREAS**, the Town of Southeast is considered a Municipal Separate Storm Sewer System (MS4) GP-0-08-002 because of its location within the New York City drinking water supply watershed; and

**WHEREAS**, the Town is required to prepare an annual report detailing its activities pursuant to the MS4 Regulations; and

**WHEREAS**, on May 21, 2020 the Town Board held a public hearing to hear and consider public comment on the Town's 2020 MS4 Annual Report prepared pursuant to the requirements of the MS4 regulations.

**NOW THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Southeast hereby adopts the 2020 MS Annual Report prepared by on the Town's behalf and hereby authorizes that such document be filed with the appropriate authorities as may be required by law.

Upon Roll Call Vote:

Councilman Alvarez \_\_\_\_\_  
Councilman Larca \_\_\_\_\_  
Councilman Lord \_\_\_\_\_  
Councilman O'Connor \_\_\_\_\_  
Supervisor Hay \_\_\_\_\_

VOTE: carried by a vote of \_\_\_\_\_ in favor, \_\_\_\_ against; \_\_\_\_ abstained.

**TOWN CLERK'S CERTIFICATION**

STATE OF NEW YORK    )

: ss.:

COUNTY OF PUTNAM    )

I, MICHELE STANCATI, Town Clerk of the Town of Southeast, do hereby certify that the above is a true and exact copy of a Resolution adopted by the Town Board of the Town of Southeast at duly notice special meeting of said board held the 21<sup>st</sup> day of May, 2020.

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MICHELE STANCATI  
Town Clerk

BUDGET TRANSFER and APPROPRIATION INCREASE REQUEST									
To: Budget Officer									Date: 6/21/2020
Town Board									
Prepared By:	Town Accountant								
From Account Code	Description	Amount	To Account Code	Description	Amount				
GENERAL FUND - A									
A000-1989-400-000	Contingency	17,202.00	A000-1010-414-000	Town Board Security	600.00				
			A000-1355-204-000	Security at Meetings					
				Assessor Furniture	1,761.00				
			A000-5010-411-000	Furniture					
				Superintendent of Highways Professional/Technical Services	921.00				
			A000-5010-417-000	Oil Tank Repair					
				Superintendent of Highways Building Maintenance/Repair	13,920.00				
				Highway Garages Roof Repair					
A000-1610-401-000	Special Districts Supplies/Material	330.00	A000-1610-210-000	Special Districts Other Equipment	330.00				
				PSI Pump					
A000-5010-424-000	Superintendent of Highways Vehicle Maintenance/Repair	1,000.00	A000-5010-401-000	Superintendent of Highways Supplies/Material	1,000.00				
				Supplies					
A000-7142-401-000	Volunteer Park Supplies/Material	1,960.00	A000-7142-411-000	Volunteer Park Professional/Technical Services	1,960.00				
				Rake and Seed					
A000-7180-100-000	Tonetta Lake Personal Services	1,100.00	A000-7180-462-000	Tonetta Lake Cable	1,100.00				
				Cable					
B000-8020-411-000	Planning Board Professional/Technical Services	929.00	B000-8020-201-000	Planning Computer/Printer Hardware	929.00				
				LapTop					
HIGHWAY TOWNWIDE - DA									
DA00-5130-401-000	Machinery Supplies/Material	9,601.00	DA00-5130-210-000	Machinery Other Equipment	9,601.00				
				Pressure Washer					
RESIDENTIAL REFUSE - SR									
SR00-8160-411-000	Refuse and Garbage Professional/Technical Services	1,368.00	SR00-8160-401-000	Refuse and Garbage Supplies/Material	1,368.00				
				E- Waste Shed					
FOX HILL WATER- SW3									
SW03-8310-411-000	Water Administration Professional/Technical Services	405.00	SW03-8310-451-000	Water Administration Fire/Security Alarm	405.00				
				Fire/Security Alarm					
PEACEABLE HILL WATER - SWS									
SW05-8340-411-000	Transmission & Distribution Professional/Technical Services	1,799.00	SW05-8310-401-000	Water Administration Supplies/Material	269.00				
				Supplies					
			SW05-8310-411-000	Water Administration Professional/Technical Services	1,530.00				
				JCO Services					

BUDGET TRANSFER and APPROPRIATION INCREASE REQUEST								
To: Budget Officer Town Board								Date: 6/21/2020
Prepared By: Town Accountant								
From Account Code	Description	Amount	To Account Code	Description	Amount			
BLACKBERRY WATER - SW6								
SW06-8340-411-000	Transmission & Distribution Professional/Technical Services	1,416.00	SW06-8310-208-000	Water Administration Tools	472.00			
			SW06-8320-210-000	Tools				
				Source of Supply, Power, Pumping Other Equipment	944.00			
				Equipment				
HILLCREST WATER - SW7								
SW07-8340-411-000	Transmission & Distribution Professional/Technical Services	940.00	SW07-8310-411-000	Water Administration Professional/Technical Services	496.00			
				JCO Services				
SPRINGHOUSE WATER - SW8								
SW08-8320-411-000	Source of Supply, Power, Pumping Professional/Technical Services	444.00	SW08-8310-460-000	Water Administration Telephone	360.00			
			SW08-8320-401-000	Telephone				
				Source of Supply, Power, Pumping Supplies/Material	94.00			
				Supplies				
INCREASE APPROPRIATIONS BY USING UNAPPROPRIATED, UNRESERVED FUND BALANCE OR UNANTICIPATED REVENUES								
(Increase Appropriation and Revenue Budget)								
GENERAL FUND - A								
A000-3989-000-000	State Aid, East Of Hudson Funds	5,963.00	A000-8540-400-000	Drainage Contractual	5,963.00			
				EOH Expenses				
OLD TOWN HALL GRANT- CD2								
CD02-3097-000-000	State Aid, Capital Projects	25,800.00	CD02-1620-200-000	Water, Equipment & Capital Outlay, Equipment	25,800.00			
				Grant Expenses				
HIGHWAY TOWNWIDE - DA								
DA00-0599-000-000	Appropriated Fund Balance	141,230.00	DA00-5130-205-000	Machinery/Machinery	93,650.00			
				Excavator				
			DA00-5130-209-000	Machinery Vehicle	47,580.00			
				Compactor				

## 2020 Contingency Report

<b>Beginning Balance 1/1/20</b>	<b>\$ 50,000.00</b>
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<b>Subtotal Contingency</b>		<b>\$ 50,000.00</b>
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**Deductions:**

R	Fiscal Agent Town Financial Advisor	(2,500.00)
R	Central Storeroom Supplies	(500.00)
R	Highway Superintendant Garage Roof Repair	(5,761.00)

<b>Total</b>			<b>\$ 41,239.00</b>
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**Proposed Deductions:**

A	Town Board Meeting Security		(600.00)
A	Assessor Furniture		(1,761.00)
A	Highway Superintendant Garage Roof Repair		(13,920.00)
A	Highway Garage Oil Tank Repair		(921.00)

Pending Balance 12/31/20	\$ 24,037.00
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**Note:**

R = resolution

A = proposed budgetary amendment

## 2020 Sub-Contingency Report

Beginning Balance 1/1/20

\$ 50,000.00

Subtotal Sub-Contingency

\$ 50,000.00

Deductions:

0.00

Total

\$ 50,000.00

Proposed Deductions:

0.00

Pending Balance 12/31/20

\$ 50,000.00

Note:

R = resolution

A = proposed budgetary amendment